



Executive Committee Meeting Notes

Friday, April 06, 2020 at 4:00pm

Join Zoom Meeting

<https://us04web.zoom.us/j/739301461?pwd=MHpNaENzQXJsbmR2dC9LcEI0SHdHQj09>

Meeting ID: 760 060 134

Staff Support

1. Ensuring staff have what they need with working from home and continue normal life routines with family
2. The Sandbox is still open
3. Julie is looking into hiring an HR staff. Have considered Melissa but due to being away from HR position for 3 years, Julie is wanting someone who is up to date and familiar with the current policies. She can hire an HR staff and have the Executive Committee authorize hire. Will be added to the next EC meeting for approval and then it will get taken to the full board.

Budget and Contracts – redefining delivery of deliverables

1. Megan Cavalli has taken her contracts and investigated them all regarding the deliverables and follow through. Have gone through their scope of work to ensure they are doing the work they are needed to.
2. Accounts receivable – not too much of an impact for this fiscal year. Prop 10 dollars has not gone down despite the pandemic. DR Contract funding is still be received. Due to the funds still being received and not much of an impact happening, they offered staff to work more than 50% if are able to or want to.
3. Brown Act training for all staff and commissioners – MCOE might be able to provide training or through our insurance

External Communication and collaboration

1. Samantha Bond has put a matrix together about who is targeting what audience. They are developing a grid to coordinate needs and communication about topics parents are wanting and needing. They are trying to figure out how they are putting the information out there considering the shut in and not all families having access to online resources. Have been discussing to put together kits with the items we have in storage that can be distributed to the families to ease the stress and tension they may be having. Potentially put a flyer out at grocery stores, doctor's office, etc., tv ads and radio ads.
2. If the commission is in communication with any external partners, to please let Julie know.

Update on ongoing items

1. Received letter from attorney to be able to pull the money from the county; send it out to the full commission for approval and then to the auditor. Does not believe she will be able to get a meeting with the auditor now.

Strategic planning for FSM

1. Julie asked what the commission prefers to get as far as information during a commission meeting to ensure they are not being given too much information that they cannot handle. Staff felt that at previous meeting, they were not able to fully explain what they are working on/putting out there.
2. Staff would also like to be more part of the strategic planning.

Confirm Next Executive Committee Meeting Date:

Next EC meeting is scheduled for May 11, 2020 at 4:00 p.m. but will be based on when the commission decides to have the planning meeting. Will have discussion with the full board at the April Commission Meeting.